

## **SELF-SERVICE INSTRUCTIONS: HOW TO VIEW YOUR TRAINING HISTORY** (R. 04/29/10)

1. **Login to Self-Service.** Go to <https://cmil.mycmsc.com/> and click on **HRMS PRD 8.8**. The **User ID** is your 6-digit employee ID number.
  - If you don't remember your password, or have never used self-service, go to the following link to complete and submit the form and a temporary password will be emailed to you.
  - <http://itmdapps.milwaukee.gov/RequestITSupport/addWO2.jsp> (There is also a link at [www.milwaukee.gov/der/SelfService](http://www.milwaukee.gov/der/SelfService) as well as other self-service instructions and information.)
2. Click on **Enterprise Learning**, then **Result Tracking**, then **Review Training Summary**.
3. You will see **Find an Existing Value**.
4. Click on the yellow **Search** button and you will see the list of *in-house* training programs you attended.
5. Click on **View All** to see all courses.
6. There is a **Status** tab. If you registered for an upcoming *in-house* training program (*sponsored by Employee Relations*), you will see that program listed and your status will say **Enrolled**.
7. **Important!** Always "**sign out**" when you are done with self service (*upper right-hand corner*).

### **NOTE:**

The list includes all *in-house* training programs sponsored by the Department of Employee Relations (DER) from 1997 – *present*, as well as courses where you **received** tuition reimbursement (1997 – 2009). All '2010 courses taken for which you **applied for** and **received** tuition reimbursement will be found under **Self Service**, the same section where you complete an application for reimbursement. (see the *Tuition Reimbursement Application Instructions* on how to view your **reimbursement** history, 2010 – present)